Spalding Guides September 22, 1999

Fast facts:

1346 items
66 categories of games/sports/fitness regiments
2 original binding styles — both have staples (some have pamphlet bindings
3 additional library binding styles { oversewing, recommended heavy-gauged exterior-guard
5 different types of paper
152 duplicate copies (11 + %) — include copy 25 (not copy 2 w/ our copy is)
335 (25%) are too brittle to scan in present condition
730 (54%) can be scanned with little or no conservation intervention
270 (20%) are in substandard housing (poor covers)

Treatment options may include, but are not limited to:

Encapsulation — small/thin items (likely candidate
Paper splitting — expensive
Disbinding in order to access all information in the text
Disbinding to avoid damaging original
Boxing of disbound materials
Resewing disbound items in a conservation form:
Removal of security strips
Removal of call numbers from covers
Mends and fills to prevent further damage
pre-1530s — sketches/drawings > cover.

Spalding guides < staple binding — several signatures
< pamphlet binding — one signature, staples not seen
< oversewing — allows almost full opening

UNITED STATES GOVERNMENT

Memorandum

LIBRARY OF CONGRESS
OCTOBER 8, 1999

TO: Irene Schubert
Chief, Preservation Reformatting Division

VIA: Mark Roosa
Chief, Conservation Division

Doris Hamburg
Head, Preventive Conservation

FROM: Alan Haley
Preventive Conservation

SUBJECT: Condition report for the Spalding Sports Guides

In preparation for the digitization of the Spalding Sports Guides, I have surveyed the collection to assess the current condition of the items, their suitability and conservation needs for undergoing the scanning process, and the likely repercussions that scanning will have for the originals. No firm guidelines for the scanning of General Collections currently exist. This project may help establish approaches to conservation issues for the General Collections in future endeavors.

In the process of evaluating this collection for scanning, and assuming that the selection of items for scanning will be based on content rather than condition, a number of issues will be raised which will need to be resolved before any preservation plan for the Spalding Guides can be finalized. Among the questions to be discussed:

Will all originals in the collection be kept after scanning?

Can a hierarchy based on value be determined for each selected item?

Can a level of acceptable loss or damage be established to facilitate the process of selection for scanning or for conservation treatment?

What level of conservation intervention do the highest value items merit? And what can be done for those of the lowest value?

What is the projected use factor of the collection after scanning and/or treatment is complete?

How can the resources of the Library be managed or developed to meet the conservation needs of the collection?

Conservation Assessment

The following observations are based on my recent general condition survey of 1346 items. Each item was noted for paper condition, ability to open to 90°, binding type (original or rebinding), presence of attachments, surface dirt or stains, tears or losses, creases or folds that prevent access to information or that will result in loss, and the need for rehousing to archival standards. Also included at times were further notes on item-specific treatment needs. The entire survey has been photocopied for distribution to the PRD staff currently involved in this project. Any questions regarding the use of symbols and abbreviations on the survey should be directed to me.

The Spalding Guides, either single section or multi-section items, range from a dozen to several hundred pages in length. Most measure 17.5 cm. L x 12.5 cm. W, with a few of the seasonal

catalogues promoting sports equipment and clothing measuring somewhat larger. Of approximately 1400 items total in the collection, 1346 were examined. Of these 1346, 152 (11+%) were found to be duplicate copies.

Bindings

Two binding structures are found in the items remaining in their original format, both using two metal staples. The first is a traditional pamphlet style binding of the single section items, where the staples join the folios through the fold. The second, far more frequently found in this collection, is a binding of several sections joined by two staples punched vertically through the textblocks, approximately 2 cm. from the head and tail, and between 0.4 and 0.7 cm. in from the spine edge.

Over the years, a large number have been rebound in library bindings which utilize either oversewing or sawn-in cords, and both styles open considerably better than the originals. A third style of rebinding uses a restrictive stiff exterior guard which wraps tightly around the spine, and while it appears to have succeeded in keeping the textblocks together, it makes it difficult to access all the information toward the gutter of the pages, and in every case obscures the left margin of the front cover.

Paper quality

Five distinct types of machine made paper have been observed in this collection. Two apparently have a high lignin content and have darkened considerably with age, the first is slightly translucent and has retained some ability to drape, the second is a thicker bond paper that shows great tendency to crumble into dust and fragments along the page edge. There are two calendared papers present, one has become brown and fragile, is quite thin and is found in the publications of the 1890' s, and the other is thicker, glossy and white, probably clay-filled, and is without doubt the strongest type of paper found in the collection. Lastly there is a still-white, short fibered bond paper, thick and with a pulpy surface, that is stiff and has lost all ability to function. It creases and breaks off at the point of flex in most of the textblocks observed. That four of these five paper types have lost flexibility in the aging process does not favor the odds of keeping intact the items that are still whole, and is a reason to fear further loss to those already broken, if they are opened for either reader use or reformatting. Part of the preparation of these materials for scanning might include the disbinding of certain items in order to access all the information without further breakage.

General observations

335 items (25% of those examined) are too brittle to scan in their present format without loss or damage occurring. Even with careful handling, edges will tend to crack, corners will break free and in the worst examples, pages will detach at the point where they once flexed. For these items, a scanning would cause irreparable damage and eliminate the possibility of repeat scanning in the future. Disbinding for the scanning process would likely be the safest method of handling the materials.

730 items (54%) appear to be in a condition which allows them to be scanned with little or no conservation intervention, still being able to capture a perfect image, always assuming careful handling, use of an overhead scanner, single-sided scanning, and an aperture of 90 degrees minimum. An overhead scanner will avoid the need to invert textblocks, which can put the materials at risk. Single-sided scanning is necessary in order not to force the opening of the textblocks, as most are too weak to withstand the pressure necessary to open them flat enough to adequately capture the image of two facing pages.

The remaining 281 items (21%) that do not fall into the categories of either extremely damaged items or those in near perfect to perfect condition have a variety of prescanning needs that can be resolved through numerous standard minor to moderate, and a few major treatments. These would include mending of tears,and losses, flattening of creases, surface cleaning, and correction of other imperfections as noted in the item survey.

Housing: 270 items (20%) are in substandard housing, grey fiberboard pamphlet binders with red cloth spines. These binders have a pH of 3.0 to 4.0, creating an acid environment for the item they are meant to protect, while also robbing adjacent archival housing of its alkaline buffer. The binders also break down, creating fragments and dust which transfers to the collection and the surrounding areas. It is advisable to replace the substandard housing regardless of the decisions made relating to the scanning of the collection.

Duplicates: The selection process will have to take into account the existence of a large number of duplicate copies (164 total, 11.7% of the collection). In most cases I observed a considerable difference between the first and second copy. This might be due to a number of factors, such as use, a difference in paper quality, the quality of housing that one copy occupies that the other lacks, and the frequent examples of the rebinding of one copy where the other copy has been left in the original format. These differences in the items' history combine to create different handling qualities, and differences in the appearance of the item. In scanning , it may be beneficial to use both copies for distinct parts of the text.

In the case of some extremely deteriorated examples for which duplicates in better condition do not exist, it has been suggested that an identical copy might be borrowed from another institution. While it is unlikely that original copies from other institutions would function as bindings any better than those here, there might be fewer problems of other kinds, a logical possibility in light of the varied condition of the items in our own collection. The practicality of this step would need to be investigated once the selection process is complete.

Obstructions applied with adhesives: Common problems that would have to be dealt with in our own collection are two that touch on identification and security issues. The covers of these publications have great visual appeal, but a large number of the books in this collection have call numbers and another identifying sticker adhered to the front cover. Removal of these would be necessary if the captured image is to be complete. The presence of security strips in the textblocks is also problematic in that they have sometimes been inserted between pages and have the effect of sticking the two pages together, impeding complete access to the information contained within. These too must be removed from some of the guides if they are to be scanned.

Foldouts: Another aspect of the Spalding publications which will complicate the complete scanning of materials is the presence of numerous foldouts. Because the paper they are printed on is generally thin and has aged poorly, it has little to no fold endurance. The unfolding of these attachments will usually result in the creation of many fragments, broken along the crease line. It will be impossible to capture the complete image in scanning these foldouts without first flattening, mending, and stabilizing the item through one of several treatment and housing options.

Treatment proposal and cost estimate

Treatment options for any paper-based materials are numerous, and the amount of time, labor and cost of materials to complete proposed conservation measures will vary widely according to the options chosen. Any meaningful participation by the Conservation Division in the planning of creating surrogates via digitzation of General Collections should be in concert with a decision making process on the part of the custodians of these collections, a process that will determine the items which merit attention and the need, if any, to preserve the materials in their original form, and that will establish degrees of acceptable damage, loss, or change in the originals. Measures taken to preserve the collection after the scanning is complete, for example through use of cold storage or by deacidification, should also be discussed after selection for scanning and a

treatment plan have been determined.

If the entire collection were treated, and if it is to be retained for further use, the cost to prepare the materials for scanning and conserve them for the future would be as outlined below. If only a portion of the collection were selected for treatment, the cost estimate would change.

335 brittle items (25% of the collection): Disbind for scanning, and then
a) house in CMI boxes
b) rebind select items that can withstand sewing
c) encapsulate in polyester film certain items that cannot be handled but that are of an appropriate size for mylar binding.
200 hrs @ GS 07
1000 hrs @ GS 09/11

281 items (21%) requiring more than one type of minor, moderate or major treatment including tear and crease mends, filling losses, toning Japanese tissue, removal of adhesive obstructions, binding repair and complete rebinding, and foldout preparation (flattenning, repair, backing and/or encapsulation).
150 hrs. @ GS 07
1350 hrs. @ GS 09/11

730 items (54%) requiring minor treatment to improve appearance, principally including small mends or crease flattening to access text as the only measures needed prior to scanning.
400 hrs. @ GS 09/11

Rehousing 270 items (20%) in archival pamphlet binders, removing the items currently sewn into substandard housing and replacing them with alkaline-buffered materials.
100 hrs. @ GS 07

Total labor costs: based on 1999 salary including 26.4% benefits

450 hrs. @ GS 07	0.3 FTE	$10,702
2750 hrs. @ GS 09/11	1.9 FTE	$80,815-$97,778

Fast Spalding Guide facts

1398	Total number of items in collection
164 (11.7%)	Total duplicate copies
1346	Total items surveyed for condition
66	Subject categories(games/sports/fitness regiments)
2	Original binding styles represented
3	Institutional rebinding styles represented
843 (63%)	Items in original staple bindings
5	Distinct paper types (all machine made)
72 (5%)	Items with foldouts/attached supplementary materials
335 (25%)	Too brittle to scan without damage/loss
730 (54%)	May be scanned without treatment and little or no damage(assuming safe handling)
270 (20%)	In substandard housing

cc. Lee Ellen Friedland
Shirley Liang
Ron Murray
Ann Seibert
David Kelly